

## 1.2 Auditor Registration

### 1.2.1 LASS Role Codes

As LASS is a secure, web-based system that contains sensitive financial and lending information, users must register for a secure Independent User ID.

Before using LASS, all lenders and auditors must have their FHA Connection Coordinator assign them LASS roles in order to complete the submission process. There are three roles that are of interest to the lender: Lender Submitter, Independent Public Accountant, and Auditor Submitter. Each role is defined below.

#### **Lender Submitter (Lenders and Mortgagees Only):**

This role allows a FHA Connection Standard User (lender) and FHA Connection Coordinator to enter and submit submission and/or cure data via the Internet using LASS.

The FHA Connection Standard user must be an employee of the FHA Approved lender. The FHA Connection Coordinator simply needs to add themselves as a LASS Lender Submitter. A Lender Submitter must be assigned to a lender by the system coordinator before the system will allow data entry and submission.

#### **Independent Public Accountant (Auditors Only):**

This role allows an Independent Public Accountant (IPA) attesting to the electronic submission to verify the view and verify the data. (The same user id cannot be assigned Independent Public Accountant and Auditor Submitter for the same lending institution). This is the only role that can register for a UII.

. The IPA or auditor must have the following:

- An Independent User Id
- Be assigned the Independent Public Accountant role in FHA Connection
- Be assigned to the Lender
- A UII Number

The auditor is responsible for registering for a user ID; they must contact the lender's FHA Connection Coordinator for system access rights. An auditor is considered an authorized user when they have activated by the lender's coordinator.

**Auditor Submitter (Auditors Only):**

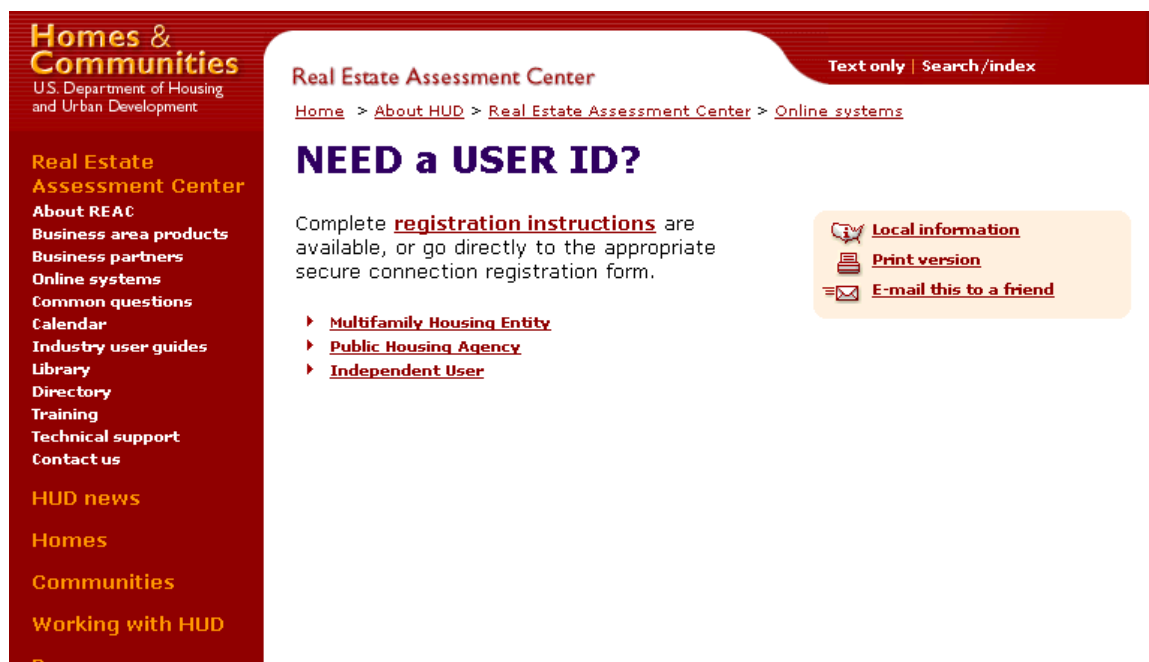
This role allows an Auditor or Data Entry person to enter the financial data and/or cure information on behalf of the lender via the Internet using LASS. An Auditor Submitter can enter and validate the financial data however they cannot submit it to HUD. The FHA Approved Lender is responsible for submitting their financial data to HUD. **\*Note:** The same user id cannot be assigned Independent Public Accountant and Auditor Submitter for the same lending institution. The Independent Public Accountant is the only role that can register for a UIL. The Auditor Submitter must have the following:

- An Independent User Id
- Be assigned the Auditor Submitter role in FHA Connection
- Be assigned to a Lender

The auditor is responsible for registering for a user ID; they must contact the lender's FHA Connection Coordinator for system access rights. An auditor is considered an authorized user when they have activated by the lender's coordinator.

**1.2.2 Auditor Submitter and Independent Public Accountant Registration (Auditors)**

**Step 1:** Access Secure Systems using a web browser by typing the following URL into the Location field and select the Enter key: [http://www.hud.gov/offices/reac/online/online\\_registration.cfm](http://www.hud.gov/offices/reac/online/online_registration.cfm)



**Step 2:** Click the “Independent User” 

**Step 3:** Complete Independent User Application

## Independent User Registration

To apply for an independent user ID, fill out the form below, and click Send Application when you are through. If you have already been assigned a user ID, you will be prompted to convert that ID to an Independent user ID. If you have not been assigned a user ID yet, an ID will be assigned and mailed to you. The password will not be disclosed, so make sure you remember it!!!

And remember:

***Warning!** Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.*

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: **jsmith@aol.com**, **johndoe@adv.org**, **hfdb84a@prodigy.com**.

E-mail Address:	<input type="text"/>
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Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important:** Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password:	<input type="text"/>
Re-enter Password for Verification:	<input type="text"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input type="text"/>
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**Step 4:**

Click the “Send Application”  button.

**Step 5:**

A User Id will be mailed to the email address you entered in the application. **(The Lender’s FHA Coordinator has to activate this User ID before you can enter the system.)**

- Step 6:** Contact the Lender's FHA Connection Coordinator and give them your User ID.
- Step 7:** The FHA Coordinator can activate your User ID as an "Independent Public Account" or "Auditor Submitter".
- Step 8:** The Lender's FHA Connection Coordinator will have to contact you after the activation is complete.

### 1.2.3 Independent Public Accountant-UII Registration

- Step 1:** Once an auditor has created at least one relationship with a lending institution or PHA, they will be able to register for a UII number using the QASS system. The auditor can access the QASS system by selecting the Quality Assurance Subsystem (QASS) link from the Secure Systems menu page. The following steps outline the UII registration process:



**Note 1**

Only users assigned the Independent Public Accountant role by the FHA Connection Coordinator can register for a UII. Auditor Submitters and Lenders cannot register for a UII.



**Note 2**

If you already have a UII then you do not need to register again, this includes PHA and Multifamily auditors.

- Step 2:** Access Secure Systems using a web browser by typing the following URL into the Location field and select the Enter key:  
UII [https://hudapps.hud.gov/HUD\\_Systems/](https://hudapps.hud.gov/HUD_Systems/)

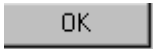
Username and Password Required

Enter username for "" at hudapps.hud.gov:

User Name:

Password:

OK Cancel

- Step 3:** Enter the User ID and Password activated as an "**Independent Public Accountant**".
- Step 4:** Click the "**OK**" .

**Step 5:**

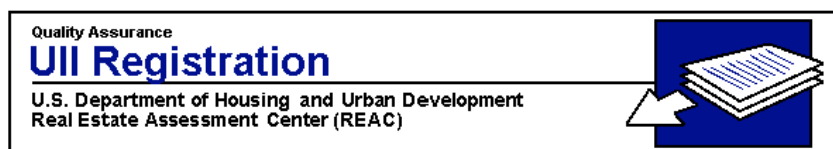
Click the “**Unique IPA Identifier Registration System QASS link**” [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#) link.

**Step 6:**

Click the “**Register for a UII**” link.

**Step 7:**

Single click the “**Create New Profile**” link from the Main Menu.



[Main Menu](#) | [Select Audit Office Classification](#)

Please select whether you are registering for an independent public accounting office or for a state auditor office:

[Independent Public Accounting Office](#)

[State Auditor Office](#)

[Top of Page](#) | [Main Menu](#) | [Select Audit Office Classification](#)

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)

**Note 3**

The **Select Audit Office Classification** page displays. The user selects whether they are registering an Independent Public Accounting Office (e.g. CPAs and PAs) or a State Auditor Office (governmental audit organizations).

**Step 8:**

IPA user: Single click the “**Independent Public Accounting Office**” link  
State Auditor user: Single click the “**State Auditor Office**” link



Note 4

The **Create IPA Office Profile** displays. The EIN and Zip Code combination is used to identify an office.

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Real Estate Assessment Center (REAC)

[Main Menu](#) | [Create IPA Office Profile](#)

Please enter your office EIN and Zip Code below  
and then click the Go push button:

\*EIN:

\*Zip Code:

Line items denoted by an asterisk (\*)  
are required fields.

[Top of Page](#) | [Main Menu](#) | [Create IPA Office Profile](#)

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)



Note 5

EIN

The Employer Identification Number (EIN) is a required field and must be a nine-digit numeric value.



Note 6

Zip Code

The zip code of the audit office location. Zip Code is a required field and must be a five-digit numeric value.

### Step 9:

Input values for “EIN” and “Zip Code”



Note 7

In order to proceed, the user must enter values in the data entry fields. Use the tab key on the keyboard to move to the next field. Check to ensure the information in each field is correct before continuing.

**Step 10:** Single click the “Go” button

There are two different scenarios which will result depending if there was a match found in the database for the entered EIN and Zip Code values. Each scenario is described below as well as the corresponding step-by-step instructions.

Scenario 1: No matching EIN and Zip Code (Steps 11-12)


Blank Registration Screen displays for the user to complete the office profile information fields.

Scenario 2: Matching EIN and Zip Code (Step 13)

Registration Screen displays for the user to view or update the office profile information fields.

**Step 11:**      *Scenario 1: No matching EIN and Zip Code*

Blank Office Registration Screen displays with the office profile information. The **Blank Office Registration** page displays. The registration page collects contact information of the auditor office.

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<a href="#">Main Menu</a>   IPA Office Registration		
Please enter your registration data below. Click the Go push button when completed.		
*EIN:	<input type="text"/>	
*Audit Office Name:	<input type="text"/>	
*Audit Office Address 1:	<input type="text"/>	
Audit Office Address 2:	<input type="text"/>	
*Audit Office City:	<input type="text"/>	
*Audit Office State:	AA <input type="button" value="v"/>	
*Audit Office Zip Code:	<input type="text"/>	
Audit Office Zip Code Extension:	<input type="text"/>	
*Audit Office Phone Number:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
*Auditor Contact First Name:	<input type="text"/>	
Auditor Contact Middle Name:	<input type="text"/>	
*Auditor Contact Last Name:	<input type="text"/>	
*Auditor Contact Title:	<input type="text"/>	
*Auditor Contact Phone:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
Auditor Contact Phone Extension:	<input type="text"/>	
Auditor Contact Fax:	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
*Auditor Contact Email:	<input type="text"/>	
<input type="button" value="Go"/> <input type="button" value="Reset"/>		
By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.		
Line items denoted by an asterisk (*) are required fields.		
<a href="#">Top of Page</a>   <a href="#">Main Menu</a>   IPA Office Registration		
<a href="#">QASS homepage</a>   <a href="#">Technical Assistance Center</a>   <a href="#">User Guide</a>   <a href="#">Help</a>		



**Step 12:** *Complete office registration information*

<i>Object</i>	<b>Required?</b>	<i>Description</i>
EIN	Y	The Employer Identification Number identifies each IPA and State Auditor Office. EIN is a required field and must be a nine-digit numeric value.
<i>Object</i>	<b>Required?</b>	<i>Description</i>
Audit Office Name	Y	The name of the IPA/State Auditor Office.
Audit Office Phone	Y	The main phone number of the IPA/State Auditor Office.
Audit Office Address 1	Y	The main address of the IPA/State Auditor Office.
Audit Office Address 2	N	The second line of the IPA/State Auditor Office address (e.g Suite #100).
Audit Office City	Y	The city of the IPA/State Auditor Office.
Audit Office State	Y	The state of the IPA/State Auditor Office.
Audit Office Zip Code	Y	The zip code of the IPA/State Auditor Office.
Audit Office Zip Code Extension	N	The zip code extension of the IPA/State Auditor Office.
Auditor Contact First Name	Y	The first name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Middle Name	N	The middle name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Last Name	Y	The last name of the point of contact for the IPA/State Auditor Office.
Auditor Contact Title	Y	The title/position of the point of contact for the IPA/State Auditor Office.
Auditor Contact Phone	Y	The phone of the point of contact for the IPA/State Auditor Office.
Auditor Contact Phone Extension	N	The phone extension of the point of contact for the IPA/State Auditor Office.
Auditor Contact Fax	N	The contact fax number of the point of contact for the IPA/State Auditor Office.
Auditor Contact Email	Y	The email address of the point of contact for the IPA/State Auditor Office.
Go push button		Transfer the information to the verification page and ensures that all required fields are completed.
Reset push button		Resets all the fields to be blank.


**Step 13:**      *Scenario 2: Matching EIN and Zip Code*

Office Registration Screen displays

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**UII Registration**

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[Main Menu](#) | IPA Office Registration

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Please update your registration data below. Click the Go push button when completed.

UII:	20470
*EIN:	<input type="text" value="123456789"/>
*Audit Office Name:	<input type="text" value="Audit Office A"/>
*Audit Office Address 1:	<input type="text" value="123 Main Street"/>
Audit Office Address 2:	<input type="text"/>
*Audit Office City:	<input type="text" value="Fallston"/>
*Audit Office State:	<input type="text" value="WA"/>
*Audit Office Zip Code:	<input type="text" value="23343"/>
Audit Office Zip Code Extension:	<input type="text"/>
*Audit Office Phone Number:	<input type="text" value="(111) 111 - 1111"/>
*Auditor Contact First Name:	<input type="text" value="Mary"/>
Auditor Contact Middle Name:	<input type="text" value="J"/>
*Auditor Contact Last Name:	<input type="text" value="Doe"/>
*Auditor Contact Title:	<input type="text" value="Partner"/>
*Auditor Contact Phone:	<input type="text" value="(333) 222 - 2342"/>
Auditor Contact Phone Extension:	<input type="text"/>
Auditor Contact Fax:	<input style="width: 100px;" type="text" value="( ) - "/>
*Auditor Contact Email:	<input type="text" value="mjoe@audit.com"/>

By submitting this information, the submitter certifies on behalf of the user that the information in the registration form is correct and valid, and that the submitter is properly authorized to make this registration and certification on behalf of the user.

Line items denoted by an asterisk (\*) are required fields.

[Top of Page](#) | [Main Menu](#) | IPA Office Registration

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[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)


**Step 14:** Single click the “Go” button.

The **Office Registration Verification** page displays requesting the user to review and verify the information listed is correct prior to submission

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## UII Registration

U.S. Department of Housing and Urban Development  
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[Main Menu](#) | IPA Office Registration Verification

Please verify the information below. If any information is incorrect, please click the Back push button below to return to the registration screen. If the information is correct, click the Submit push button to register your office.

EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address 1:	123 Main Street
Audit Office Address 2:	
Audit Office City:	Fallston
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact First Name:	Mary
Auditor Contact Middle Name:	J
Auditor Contact Last Name:	Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

[Top of Page](#) | [Main Menu](#) | IPA Office Registration Verification

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)


**Step 15:** Verify that the information is correct. If there is any information that needs to be updated, single click the Back push button to modify any profile information or else single click the Submit push button to complete the registration process.

**Step 16:** Single click the “Submit” button

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## UII Registration

U.S. Department of Housing and Urban Development  
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[Main Menu](#) | IPA Office Registration Confirmation

Your **UII is 20470**. The registration process is complete and your office has successfully registered.

UII:	20470
EIN:	123456789
Audit Office Name:	Audit Office A
Audit Office Address:	123 Main Street Fallston, WA 23343
Audit Office State:	WA
Audit Office Zip Code:	23343
Audit Office Zip Code Extension:	
Audit Office Phone Number:	(111) 111 - 1111
Auditor Contact Name:	Mary J Doe
Auditor Contact Title:	Partner
Auditor Contact Phone:	(333) 222 - 2342
Auditor Contact Phone Extension:	
Auditor Contact Fax:	
Auditor Contact Email:	mjoe@audit.com

[Top of Page](#) | [Main Menu](#) | IPA Office Registration Confirmation

[QASS homepage](#) | [Technical Assistance Center](#) | [User Guide](#) | [Help](#)